

Charter
U.S. Air Force Scientific Advisory Board

1. Committee's Official Designation: The committee shall be known as the U.S. Air Force Scientific Advisory Board ("the Board").
2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on matters relating to the Department of the Air Force's scientific, technical, manufacturing, acquisition, logistics, and business management functions, and other Department of the Air Force related matters as determined by the Secretary of the Air Force.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense and the Secretary of the Air Force, to include the Secretary of the Air Force's senior leadership as determined by the Office of the Secretary of the Air Force, and shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.

The Board is not established to advise on individual Department of Defense (DoD) or Department of the Air Force procurements, but instead shall be concerned with pressing and complex technology and business management issues facing the Department of the Air Force in the areas referenced in paragraph three above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Air Force. The Secretary of the Air Force, pursuant to DoD policy, may act upon the Board's advice.
6. Support: The DoD, through the Office of the Secretary of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirement of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.

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7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$2,176,000. The annual personnel cost to the DoD is 8.0 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Board's DFO is required to be in attendance at all meetings of the Board and its subcommittees for the entire duration of each and every meeting; however, in the absence of the DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, shall attend the entire duration of the meetings of the Board or subcommittees.

The DFO, or the Alternate DFO, shall call all meetings of the Board and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless extended by the Secretary of Defense.
12. Membership and Designation: The Board shall be comprised of no more than 20 members; all members are distinguished members of the science and technology communities, Federally Funded Research and Development Centers, National Laboratories, industry, and academia (universities and colleges).

Board members, who are not full-time or permanent part-time federal employees, shall be appointed to serve as experts and consultants pursuant to 5 U.S.C. § 3109 and shall serve as special government employee (SGE) members. Board members, who are full-time or permanent part-time federal employees, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. All Board members shall be appointed by the Secretary of Defense or Deputy Secretary of Defense, and their appointments must be renewed on an annual basis.

The Secretary of Defense or the Deputy Secretary of Defense may approve Board members for one-to-four year terms of service, with annual renewals; however, no member, unless authorized by the Secretary of Defense or Deputy Secretary of Defense,

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may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of Defense authorizes the Secretary of the Air Force to select the Board's Chair and Vice Chair from among Board members previously approved by the Secretary of Defense or Deputy Secretary of Defense. In addition, the Secretary of the Air Force may appoint, as deemed necessary, non-voting consultants to provide technical subject matter expertise to the Board. These consultants, if not full-time or part-time Federal employees, shall be appointed under the authority of 5 U.S.C. § 3109, shall serve as subject matter experts, and shall be appointed on an intermittent basis to work specific Board-related efforts; such individuals shall have no voting rights, shall not participate in the Board's deliberations, and shall not count toward the Board's total membership.

Board members and consultants, with the exception of reimbursement of official travel and per diem, shall serve without compensation. .

13. Subcommittees: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the Board's sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the chartered Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Board members. The Secretary of Defense or the Deputy Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years, with annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense.

The Secretary of Defense authorizes the Secretary of the Air Force to select the Chairs and Vice Chairs for each subcommittee from among the subcommittee members previously approved by the Secretary of Defense or Deputy Secretary of Defense.

Subcommittee members, if not full-time or part-time government employees, shall be appointed as experts or consultants under the authority of 5 U.S.C. § 3109 to serve as

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SGE members. Subcommittee members who are full-time or permanent part-time Federal employees, shall be appointed under the authority of 41 C.F.R. § 102-3.130(a) to serve as RGE members. All subcommittee member appointments shall be renewed on an annual basis. With the exception of reimbursement of official travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26, and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date: May 21, 2014